

# Film Production Information and Application

These and other types of events require a permit issued by the Arlington Recreation Department.

This policy is in accordance with Park Commission Rules Regulations. To ensure park protection and reduce disruption, the Department enforces limit capacity and activities within the following guidelines.

## **General Guidelines:**

- Special permission from the Arlington Parks and Recreation Department is required based on the size, content or times of the production. Some requests may be required to appear before the Park and Recreation Commission prior to filming. The Commission meets on the second Tuesday of every month.
- For protection against possible occurrence of personal injury, you must provide a Certificate of Insurance with a minimum of \$1,000,000.00 issued to: Town of Arlington with the Town of Arlington listed as additional insured. This Certificate ensures security in the unlikely event of personal injury occurring on town property as a result of your activities. You must request a Certificate of Insurance from your own insurance company, and have it dated for the entire period of time you are working in the Town of Arlington.
- For protection against possible damage to town property, you must provide a bond with a minimum security of \$5,000.00 issued to the Town of Arlington. The bond must be acquired from a local bonding company.

There is a \$25 non-refundable application fee payable to "The Town of Arlington". Additional permitting fees may be assessed by the Park Commission and the amount of those fees determined based on the size and scope of the project.

Depending on the size and scope of the project, a Police Detail may be required. For information about arranging for a Police Detail officer and/or posting "No Parking" signs, please contact the Arlington Police Department at 781-316-3900.

Please note the Arlington Parks and Recreation Commission may require additional conditions prior to permit approval.

## Film Permit Application

Company Name: \_\_\_\_\_

Producer/Production Manager: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

E-mail: \_\_\_\_\_

Name of Production: \_\_\_\_\_

Film location: \_\_\_\_\_

Date(s) of filming: \_\_\_\_\_

Time of filming: (This includes set-up and take-down.)  
\_\_\_\_\_

**\*Proof of Insurance Required, please attach.**

### Additional Information:

A. Type of project: ☐ TV Series ☐ Commercial ☐ Documentary  
☐ Music Video ☐ Feature Film ☐ Corporate Video  
☐ Still Photography ☐ Other as specified:

B. Total number of crew: \_\_\_\_\_ Total number of cast: \_\_\_\_\_

C. Please describe the scenes in relation to the areas and resources in the park to be used:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

D. Please describe any equipment, structures or props that may be used:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

E. Describe any steps that will be taken to notify area residents or businesses:

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F. List number and types of vehicles to be parked on the street.

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G. Will generators be used? Yes/No                      Are animals to be used? Yes/No

H. Will there be pyrotechnics or stunts? Yes/No

If yes, please describe: \_\_\_\_\_  
\_\_\_\_\_

Town Use Only

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"No Parking" signs:              Yes/No

Police Detail:                      Yes/No

Abutter Notices:              Yes/No

Portable Bathrooms:              Yes/No

Fee: \_\_\_\_\_

Other Conditions:

**PRODUCTION COMPANY'S  
RELEASE/ INDEMNIFICATION AGREEMENT**

Town of Arlington Location:

\_\_\_\_\_ (hereinafter Location")

[Name of Company] \_\_\_\_\_,  
(hereinafter "Company") shall, to the maximum extent permitted by law, waive, relinquish, fully release, discharge, indemnify and save harmless the **Town of Arlington**, its officers, agents and employees from and against any and all damages, personal injuries, liabilities, actions, suits, proceedings, claims, demands, losses, costs and expenses (including reasonable attorneys' fees) that may arise out of or in connection with the Company's use of the Location. Company further agrees to indemnify the **Town of Arlington** for any loss or damage caused to any part of the Property.

The undersigned hereby represents that they have been authorized to execute this Agreement on behalf of the Production Company.

EXECUTED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

PRODUCTION COMPANY

By:

\_\_\_\_\_

\_\_\_\_\_  
[Printed Name]